

Membership Balance Plan  
Threat Reduction Advisory Committee

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Threat Reduction Advisory Committee (“the Committee”) as a discretionary advisory committee.
2. Mission/Function: The Committee shall provide the Secretary of Defense and the Deputy Secretary of Defense, through the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) and the Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs (ASD(NCB)), independent advice and recommendations on:
  - a. Reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional, and special weapons;
  - b. Combating Weapons of Mass Destruction (WMD) to include non-proliferation, counterproliferation, and consequence management;
  - c. Nuclear deterrence transformation, nuclear material lockdown and accountability;
  - d. Nuclear weapons effects;
  - e. The nexus of counterproliferation and counter WMD terrorism; and
  - f. Other AT&L, NCB, and Defense Threat Reduction Agency mission-related matters, as requested by the USD(AT&L).
3. Points of View: The Committee shall be composed of not more than 25 members who are eminent authorities in the fields of national defense, geopolitical and national security affairs, WMD, nuclear physics, chemistry, and biology.

The DoD, in selecting potential candidates for the Committee, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters expected to be handled by the Committee. The Department has found that viewing the complex issues facing the DoD through a multidisciplinary advisory committee provides the Department and, more importantly, the American public with a broader understanding of the issues which inform subsequent policy decisions.

Each Committee member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Committee members who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. The DoD, unless otherwise ordered by statute or Presidential directive, does not use representative members on DoD established or supported advisory committees.

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Membership will be fairly balanced in terms of points of view represented and the functions to be performed by the Committee. The Committee's membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(AT&L), as the Committee's Sponsor.

4. Other Balance Factors: None.
5. Candidate Identification Process: The DoD, in selecting potential candidates for this Committee, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of national defense, geopolitical and national security affairs, WMD, nuclear physics, chemistry, biology, and other matters of special interest to the DoD. Potential candidates are identified by the USD(AT&L), the ASD(NCB), their professional staffs, as well as recommended by the Committee's Designated Federal Officer (DFO) and current Committee members.

Once potential candidates are identified, the DFO reviews the credentials of each individual and narrows the list of potential candidates before forwarding the list to the USD(AT&L). During the USD(AT&L) review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the subject matters anticipated to be reviewed by the Committee to achieve expertise in points of view to be represented and functions to be performed by the Committee.

Once the USD(AT&L) has narrowed the list of candidates and before formal nomination to the Secretary of Defense, the list of candidates undergoes a review by the Office of General Counsel for the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Committee's charter and membership balance plan. Following this review, the USD(AT&L) discusses the potential nominees with the Secretary of Defense or the Deputy Secretary of Defense and requests authorization to proceed with the nominations. Pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can authorize the appointment of individuals to serve on DoD established or supported advisory committees and subcommittees.

Following the Secretary of Defense or the Deputy Secretary of Defense authorization and the USD(AT&L)'s subsequent administrative certification, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members. Consistent with authority delegated to DoD Sponsors, the USD(AT&L) will appoint the committee's chair and vice chair from among the membership previously appointed in accordance with DoD policies and procedures.

All Committee and subcommittee appointments are for a one-to-four-year term of service, with annual renewals. No member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the

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Committee, including its subcommittees, or serve on more than two DoD Federal advisory committees at one time.

Membership vacancies for the Panel and any subcommittees will be filled in the same manner as described in the previous five paragraphs.

6. Subcommittee Balance: The DoD, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Committee.

Individuals considered for appointment to any subcommittee of the Committee may come from the Committee itself or from new nominees, as recommended by the USD(AT&L) and based upon the subject matters under consideration. Pursuant to Secretary of Defense policy, the USD(AT&L) is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Committee or another DoD advisory committee. If this prior authorization has not occurred, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the USD(AT&L).

Subcommittee members will be appointed for a term of service of one-to-four years, subject to annual renewals; however, no member shall serve more than two consecutive terms of service on the subcommittee. Subcommittee members, if not full-time or permanent part-time Federal officers or employees, will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members. No member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Committee, including its subcommittees, or serve on more than two DoD federal advisory committees at one time.

7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the rules and regulations issued by the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions (79 FR 47482; August 13, 2014), the Assistant to the President for Science and Technology and Director of the Office of Science and Technology Policy memorandum of December 17, 2010, concerning scientific integrity; and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared/Updated: May 30, 2016